
Grants Research

Finding a Funder



south carolina
STATE LIBRARY

Contents

| | <u>Page</u> |
|---|------------------|
| <u>Section 1 Introduction.....</u> | <u>3</u> |
| • Grants Research Collection..... | 4 |
| • Cooperating Collections in South Carolina..... | 5 |
| • Charitable Giving by Source..... | 6 |
| <u>Section 2 Grantseeking Resources.....</u> | <u>7</u> |
| • Grants for Public Agencies..... | 8 |
| • Grant and Funding Sources on the Web..... | 9 |
| • Grantseeking and Grant Proposal Writing..... | 11 |
| • Grant Research at the South Carolina State Library..... | 13 |
| <u>Section 3 The Foundation Center.....</u> | <u>17</u> |
| • Helpful Hints | 18 |
| • Free Directory Resources..... | 20 |
| • Getting Started With <i>FC Search</i> | 21 |
| <u>Section 4 Getting a Grant.....</u> | <u>22</u> |
| • Before You Seek a Grant..... | 23 |
| • Grant Checklist..... | 25 |
| • Step by Step Approach to Finding a Funding Source..... | 26 |
| • Funder Identification Work Sheet..... | 27 |
| • Prospect Worksheet..... | 28 |
| • How to Write a Grant Proposal..... | 29 |
| • Sample Proposal Writing Outline..... | 32 |
| <u>Section 5 Glossary.....</u> | <u>33</u> |
| • Fundraising – A Glossary..... | 34 |

Section 1 Introduction

Section 1 Introduction

Grants Research Collection

Cooperating Collections in South Carolina

Charitable Giving by Source



south carolina **STATE LIBRARY**

**South Carolina State Library
1500 Senate Street
P.O. Box 11469
Columbia SC 29211**

HOURS:

Monday – Friday 8:30 a.m. – 5:00 p.m.
Closed on state holidays

(803) 734-8026 (Information Services)
(803) 734-4757 (fax)
reference@statelibrary.sc.gov

GRANTS RESEARCH COLLECTION

OVERVIEW

The Grants Research Collection at the South Carolina State Library is an extensive collection of publications designed to assist nonprofit organizations and individuals seeking grant funding from private and corporate foundations and government agencies.

The Collection includes publications about foundation and government grant programs, the grantseeking and grant writing process, nonprofit organization management, and general fundraising strategies. It also includes periodicals dealing with philanthropy and fundraising and a database to assist in researching foundations and charities.

USE OF THE COLLECTION

Any individual may use these materials in the Library, and reference librarians are available to provide instruction in their use. However, librarians cannot conduct funding searches, or provide assistance in proposal preparation. Photocopiers are available for use; copies are 10 cents per page. Although many of these sources may only be used in the Library, some titles may be borrowed by state employees. Other individuals may borrow circulating titles by placing requests with their local public library.

SERVICES

Orientations and group presentations regarding use of the Grants Research Collection may be arranged by contacting the Information Services Department. The State Library publishes the *South Carolina Foundation Directory* every three years; it is available for purchase while quantities last.

The State Library also maintains a web page for grants (www.statelibrary.sc.gov) which has information about the Collection and links to The Foundation Center's home page and other resources on the web. For further information about the Collection, contact the Information Services Department.



The South Carolina State Library is a cooperating collection of the Foundation Center, New York, NY.
10-5-05

Cooperating Collections in South Carolina

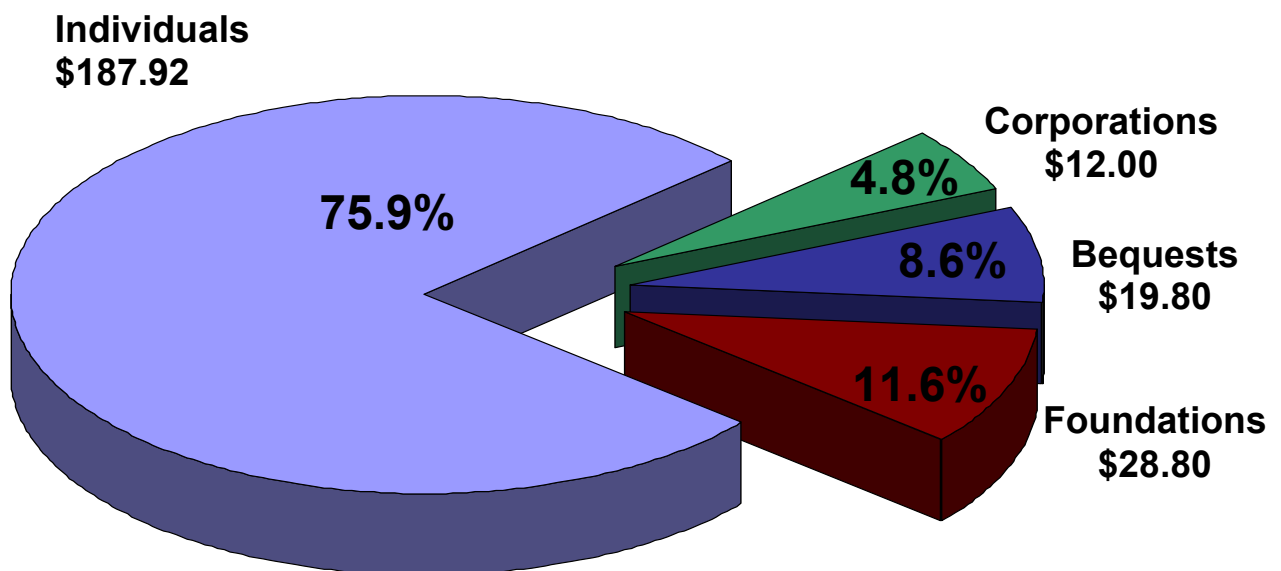
Cooperating Collections are free funding information centers in libraries, community foundations, and other nonprofit resource centers that provide a core collection of Foundation Center publications and a variety of supplementary materials and services in areas useful to grantseekers. All collections in South Carolina have available *FC Search: The Foundation Center's Database on CD-ROM* for public use. It is recommended that you call the collection in advance of a visit to determine hours and availability of *FC Search*.

| | |
|--|---|
| <p>ANDERSON COUNTY LIBRARY 300 N. McDuffie Street Anderson, SC 29622 (864) 260-4500 www.andersonlibrary.org/foundation.htm</p> <p>Collection supervisor: Marybeth Evans Email address: communityservices@anderson.lib.sc.us Hours: Monday–Thursday 9:00am–9:00pm Friday-Saturday 9:00am-6:00pm Sunday 2:00pm – 6:00 pm</p> | <p>SOUTH CAROLINA STATE LIBRARY 1500 Senate Street Columbia, SC 29201 (803) 734-8026 (Information Desk) www.statelibrary.sc.gov</p> <p>Collection supervisor: Dawn Mullin Email address: dmullin@statelibrary.sc.gov Hours: Monday – Friday 8:30am – 5:00pm Closed on Saturday and Sunday Closed on State holidays</p> |
| <p>CHARLESTON COUNTY LIBRARY 68 Calhoun Street Charleston, SC 29401 (843) 805-6950 www.ccpl.org</p> <p>Collection supervisor: Becky Melancon Email address: melanconb@ccpl.org Hours: Monday–Thursday 9:00am–9:00pm Friday – Saturday 9:00am – 6:00pm</p> | <p>GREENVILLE COUNTY LIBRARY 25 Heritage Green Place Greenville, S.C. 29601 (864) 242-5000 www.greenvillelibrary.org/about/foundationCenter.htm</p> <p>Collection supervisor: Gwen Johnson Email address: gwenjohnson@infoave.net Hours: Monday-Friday 9:00am–9:00pm Saturday 9:00am – 6:00pm Sunday 2:00pm – 6:00pm Sunday 2:00pm – 5:00pm</p> |

3/2005

Charitable Giving by Source, 2004

Giving 2004: \$248.52 Billion
Sources of Contributions
(\$ in billions)



Total Giving: \$248.52 billion

Source: Giving USA 2005, Giving USA Foundation, researched and written by the Cntr. on Philanthropy at Indiana University



The Foundation Center

Section 2 Grantseeking Resources

Section 2 Grantseeking Resources

Grants for Public Agencies

Grant and Funding Sources on the Web

Grantseeking and Grant Proposal Writing

Grant Research at the South Carolina State Library



south carolina
STATE LIBRARY

GRANTS FOR PUBLIC AGENCIES

PRIVATE FUNDS FOR PUBLIC AGENCIES

State, county, municipal, and other local government agencies and organizations generally rely on grants from the federal government. Even state grants given to local governments are usually redistributed federal block grants.

Private foundations are often reluctant to award grants **directly** to a public agency or organization, with the exception of educational and cultural institutions. It is especially difficult to obtain a grant for operating funds for an existing government program. Most private foundations believe that public services should be funded by public money from taxpayers.

While it is not impossible for a public agency to obtain funding from a private foundation, here are several tips to make it easier.

- ❑ Private foundations often require a public agency to have a partnership arrangement with a local or national nonprofit organization.
- ❑ Narrow your focus – it is easier to obtain funding for a well-defined program with a single goal than to try to fund broad-based project.
- ❑ Network for local resources – check if your agency has a grants office or if it has ever received grants from private foundations.
- ❑ Use magazines, journals, newspapers, and Internet resources to find other public agencies that have received grants. See if they are willing to share their experiences.
- ❑ Start small and gain recognition and credibility.



The South Carolina State Library is a Cooperating Collection of the Foundation Center, New York, NY.

6/05



Comprehensive Sites

BBB Wise Giving Alliance

www.give.org

Provides a quick reference guide to national charities, standards for charities, guidelines for evaluating charities, tips on how to make a charitable contribution, and instructions on how to order a full report for a specific charity.

Foundation Center Online

www.fdncenter.org

Links to many foundations, corporate funders, and federal programs.

GuideStar

www.guidestar.org

Searchable by name, keyword, field of activity, location, or revenue this site provides grantseekers information on the finances and programs of more than 660,000 charities and nonprofit organizations. Free registration required for advanced features.

Internet Nonprofit Center

www.nonprofits.org

Publications, information, and data about nonprofit organizations and their management.

NonProfit Times

www.nptimes.com

Provides monthly electronic articles on nonprofit management.

South Carolina Sites

Municipal Association of South Carolina

www.masc.sc

South Carolina Association of Counties

www.sccounties.org

Both organizations provide some information on local grants.

SC Dept. of Education – Grants Office **www.myschools.com/superintendent/grants**

For public school (K-12) teachers and administrators and SC Dept. of Education staff.

SC Dept. of Commerce

www.callsouthcarolina.com/grants.html

Click on the Grants links to see the Community Development Block Grant Program.

SC Arts Commission

www.state.sc.us/arts/grants

Grant programs for organizations, artists, and art education.

SC Dept. of Parks, Recreation & Tourism

www.discoverouthcarolina.com/agency/grants.asp

Grant programs for the development of public recreational opportunities through the state.

The Humanities Council^{SC}

www.schumanities.org

Grant programs for projects, workshops, and research in the humanities.

Federal Sites

GovBenefits.gov

www.benefits.gov

Connects citizens to government benefit program eligibility information.

Catalog of Federal Domestic Assistance

www.cfda.gov

Provides a searchable index to the CFDA, which contains all federally sponsored programs.

Charities & Non-profits

www.irs.gov/charities/page/0,,id=15053,00.html

Internal Revenue Service provides this list of organizations to which contributions are deductible.

Grants.gov

www.grants.gov

A simple, unified “storefront” to find, apply for, and manage Federal grants. Covers over 900 grant programs offered by the 26 Federal grant-making agencies.

Grants Web

www.srainternational.org/newweb/grantsweb

Created by the Society of Research Administrators, this comprehensive site highlights government grantmaking areas with links to federal agencies, funding programs, and application forms of specific agencies.

Office of Management and Budget (OMB)

www.whitehouse.gov/omb

Provides online access to OMB Circulars which govern all aspects of the federal grant process. Grantseekers may access circulars, regulations under review, etc. at this site.

White House Office of Faith-Based and Community Initiatives

www.whitehouse.gov/government/fbci

Empowers faith-based and other community organizations to apply for Federal social service grants. The White House does not administer any grant programs or participate in funding decisions.

Note: As with all information on the Internet, sites change over time.

Comprehensive searches on grant and funding sources may be performed by visiting the South Carolina State Library. The South Carolina State Library also maintains a web page (**www.statelibrary.sc.gov/grants.html**) which has information about the Grants Research Collection and links to the Foundation Center's home page and other resources. For further information about this collection contact Information Services at (803) 734-8026.

Updated 9/2005



The South Carolina State Library is a cooperating collection of the Foundation Center, New York, NY.



GRANTSEEKING & GRANT PROPOSAL WRITING

Grantseeking

Bauer, David G. **The "How to" Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants 5th ed.** Westport, CT: Praeger, 2003.

Brown, Larissa. **Demystifying Grant Seeking: What You Really Need to Do to Get Grants.** San Francisco, Calif.: Jossey-Bass, 2001.

Ferguson, Jacqueline. **The Grantseeker's Answerbook: Fundraising Experts Respond to the Most Commonly Asked Questions.** Gaithersburg, MD: Aspen Publishers, 1999.

The Foundation Center's Guide to Grantseeking on the Web. New York, NY: Foundation Center, 2003.

Foundation Fundamentals. New York, NY: Foundation Center, 1999.

Golden, Susan L. **Secrets of Successful Grantsmanship: A Guerrilla Guide to Raising Money.** San Francisco, CA: Jossey-Bass, 1997.

How to Get Grants and Free Stuff. Annapolis Junction, MD: NEA Professional Library, 1998. t

Grant Proposal Writing

Barbarto, Joseph. **Writing for a Good Cause: the Complete Guide to Drafting Proposals and Other Persuasive Pieces.** New York, N. Y.: Simon & Schuster, 2000.

Barber, Daniel M. **Finding Funding: the Comprehensive Guide to Grant Writing.** Long Beach, Calif.: Bond Street Publishers, 2002.

Brewer, Ernest W. **Finding Funding: Grantwriting From Start to Finish, Including Project Management and Internet Use.** Thousand Oaks, CA: Corwin Press, 2001.

Carlson, Mim. **Winning Grants Step by Step: the Complete Workbook for Planning, Developing, Writing, Successful Proposals.** San Francisco, Calif.: Jossey-Bass, 2002.

Ferguson, Jacqueline. **The Grantseeker's Guide to Project Evaluation.** Alexandria, VA: Capital Publications, 1997.

Freeman, Algeania W. **Recipe for Grant Writing: A Simplistic Guide for Schools, Religious Organizations, and Community Agencies.** Kearney, NE: Morris Publishers, 1997.

Geever, Jane C. **The Foundation Center's Guide to Proposal Writing.** New York, NY: Foundation Center, 2001.

Gitlin, Laura N. **Successful Grant Writing: Strategies for Health and Human Service Professionals.** New York, NY: Springer Publishing Company, 1996.

Grant Your Wish: Learn From the Professionals How to Write a Successful Grant Proposal. Ft.

Lauderdale, FL: Successful Images, Inc., 1998. (Note: 30 minutes. Video teaches 12 key elements of a proposal, one absolute don't in writing a proposal, why some proposals get funded and others do not, how to create a budget, and where to get a list of funding sources.)

The Grantwriter's Start-Up Kit: A Beginner's Guide to Grant Proposals. San Francisco, CA: Jossey-Bass Publishers, 2000. (Note: 30 minutes + 1 workbook. Designed for the fundraiser looking for practical skills and guidance, this video and workbook help start the process of writing a successful grant proposal to a foundation or other donor.)

Hale, Phale D. **Writing Grant Proposals That Win.** Gaithersburg, MD: Aspen Publishers, c1999.

League, V.C. **The Proposal Writer's Workshop: A Guide to Help You Write Winning Proposals.** Sacramento, CA: Curry-Co Publications, 1998.

Locke, Lawrence F. **Proposals That Work: A Guide For Planning Dissertations and Grant Proposals.** Thousand Oaks, CA: Sage, 2000.

Miner, Lynn E. **Proposal Planning and Writing.** Phoenix, AZ: Oryx Press, 2003

Orlich, Donald C. **Designing Successful Grant Proposals.** Alexandria, VA: Association for Supervision and Curriculum Development, 1996.

Winn, Debra Maldon. **Six Easy Steps to Millions in Grants: A Grant-Writing Manual.** El Cerrito, CA: Maldon Enterprise, 1996.

Winning Strategies for Developing Grant Proposals. Washington, DC: Government Information Services, 1999.

Information on Proposal Writing on the Web

The **Foundation Center's Proposal Writing Short Course** is a free two-part course covering the basic components of a proposal and the important elements such as budget and expenses, administration, and the research process involved in writing a proposal. www.fdncenter.org/learn/shortcourse/prop1.html

The **Foundation Center** has links to sample grant proposals.
www.fdncenter.org/learn/faqs/html/propsample.html

The Catalog of Federal Domestic Assistance has a short section on **Developing And Writing Grant Proposals.**
www.cfda.gov/public/cat-writing.htm

Non-profit guides provides basic grant writing information and several sample grant proposals.
www.npguides.org

Sample Grants

Examples of grant proposals are usually difficult to find because they are typically specific to the organization requesting funding as well as the donor's mission.

Frost, Gordon J. **Winning Grant Proposals: Eleven Successful Appeals by American Nonprofits to Corporation, Foundations, Individuals, and Government Agencies.** Rockville, MD: Fund Raising Institute, 1993.

Moore, Pam. **Models for Success: A Look at Grant-Winning Proposals.** Alexandria, VA: Capitol Publications, 1990.

Foundation Center. **The Foundation Center's Guide to Winning Proposals.** New York: Foundation Center, 2003.

Updated March 2004



The South Carolina State Library is a Cooperating Collection of the Foundation Center, New York, NY.



south carolina
STATE LIBRARY

GRANT RESEARCH AT THE SOUTH CAROLINA

STATE LIBRARY: A BIBLIOGRAPHY

The South Carolina State Library is located at 1500 Senate Street in Columbia. Information Desk
Phone: (803) 734-8026. Hours: Monday through Friday, 8:30 a.m. – 5:00p.m.

The publications listed below are located in the Library's Grant Research Collection on the main floor and may be used within the building. Before beginning your search, it is recommended that you read the front matter in the book in order to make best use of its contents. Photocopies or printouts from these sources may be made at a cost of 10 cents per page. Titles marked with an asterisk have earlier editions available for loan from the State Library through Interlibrary Loan.

GETTING STARTED

Foundation Center's Guide to Grantseeking on the Web. New York, NY: Foundation Center, 2003. *

Foundation Fundamentals: A Guide for Grant Seekers. New York, NY: Foundation Center, 7th ed., 2004. *

COMPREHENSIVE FOUNDATION DIRECTORIES

Annual Register of Grant Support: A Directory of Funding Sources. New Providence, NJ: Bowker *

Foundation Directory. New York, NY: Foundation Center, annual. *

Foundation Directory: Part 2: A Guide to Grant Programs \$25,000 - \$100,000. New York, NY: Foundation Center, annual. *

Foundation 1000: In-Depth Profiles of the 1000 Largest U.S. Foundations. New York, NY: Foundation Center, annual. *

Guide to U.S. Foundations: Their Officers, Trustees, and Donors. New York NY: Foundation Center. *

CORPORATE PHILANTHROPY

Corporate Foundation Profiles. New York, NY: Foundation Center, 2002. *

Corporate Giving Directory: Comprehensive Profiles of America's Major Corporate Foundations and Corporate Charitable Giving Programs. Rockville, MD: Taft Group, annual. *

National Directory of Corporate Giving: A Guide to Corporate Giving Programs and Corporate Foundations. New York, NY: Foundation Center, biennial. *

SUBJECT GUIDES TO FUNDING SOURCES

Arts, Humanities & Culture

Directory of Grants in the Humanities. Phoenix: Oryx Press, annual. *

Grants and Awards Available to American Writers. New York, NY: PEN American Center, biennial. *

Grant\$ for Arts, Culture, and the Humanities. New York, NY: Foundation Center, 2003.

Building, Equipment & Operating Grants

Directory of Building and Equipment Grants: A Reference Directory Identifying Building, Renovation, and Equipment Grants Available to Nonprofit Organizations. Loxahatchee, FL: Research Grant Guides, 2001. *

Directory of Operating Grants. Loxahatchee, FL: Research Grant Guides, 2003. *

Operating Grants for Nonprofit Organizations. Phoenix, ARIZ: Oryx Press, 2004. *

Sources of Operating Grants. Gaithersburg, MD: Aspen Publishers, 2001. *

Children, Youth & Families

Funding Sources for Children and Youth Programs. Westport, CT : Oryx Press, 2004.

Grant\$ for Children and Youth. New York, NY: Foundation Center, 2003.

Community Development & Social Services

Funding Sources for Community and Economic Development: a Current Guide for Local Programs and Projects. Phoenix, ARIZ: Oryx Press, 2002.

Disabled

Directory of Grants for Organizations Serving People with Disabilities. Loxahatchee, FL: Research Grant Guides, biennial. *

Financial Aid for the Disabled and Their Families. San Carlos, CA: Reference Service Press, biennial. *

Education

Funding Sources for K-12 Schools and Adult Basic Education. Phoenix, ARIZ: Oryx Press, 2004.

Grants for Elementary and Secondary Education. New York, NY: Foundation Center, 2003.

Environment

Grant\$ for Environmental Protection and Animal Welfare. New York, NY: Foundation Center, 2003.

National Guide to Funding for the Environment and Animal Welfare. New York, NY: Foundation Center, biennial. *

Health & Medical

Directory of Biomedical and Health Care Grants. Phoenix, AZ: Oryx Press, biennial. *

National Guide to Funding in Health. New York, NY: Foundation Center, biennial. *

Higher Education/Research

Directory of Research Grants. Phoenix, AZ: Oryx Press, annual. *

Grants for Higher Education. New York, NY: Foundation Center, 2003..

Individuals

Foundation Grants to Individuals. New York, NY: Foundation Center, biennial. *

Minorities

Financial Aid for African Americans, 2003-2005. A List of Scholarships, Fellowships, Loans, Grants, Awards and Internships Open Primarily or Exclusively to African Americans. El Dorado Hills, CA: Reference Service Press, 2001.

Financial Aid for Hispanic Americans. El Dorado Hills, CA: Reference Service Press, 2003-2005. *

Grants: Corporate Grantmaking for Racial and Ethnic Communities. Wakefield, RI: Moyer Bell, 2000.

Religion

Grant\$ for Religion, Religious Welfare and Religious Education. New York, NY: Foundation Center, 2003.

National Guide to Funding in Religion. New York, NY: Foundation Center, biennial. *

Special Populations

Financial Aid for Veterans, Military Personnel and Their Dependents. San Carlos, CA: Reference Service Press, biennial. *

Women

Directory of Financial Aids for Women. San Carlos, CA: Reference Service Press, biennial. *

National Guide to Funding for Women & Girls. New York, NY: Foundation Center, biennial. *

SOUTH CAROLINA AND SOUTHEASTERN FOUNDATIONS

South Carolina Foundation Directory. Columbia, SC: South Carolina State Library, seventh edition, 2000. * (Note: The State Library has multiple copies of this edition available for loan.)

Provides basic information on the finances, officers, and grant making interests of S.C. based private philanthropic foundations. A new edition will be published in 2006.

Southeastern Foundations II; a Profile of the Region's Grantmaking Community. New York, NY: Foundation Center, 1999.

Annual Reports of South Carolina and Other Foundations

The most recent annual report for some South Carolina and major national foundations are shelved with the Grants Research Collection.

GUIDES TO FEDERAL FUNDS

Catalog of Federal Domestic Assistance. Washington, DC: U.S. Office of Management and Budget (OMB), annual with mid-year update. Online only at: www.cfda.gov

Cumulative List of Organizations Described in Section 170(c) of the Internal Revenue Code of 1986. Washington, DC: U.S. Internal Revenue Service, annual with supplements. (<http://apps.irs.gov/app/pub78>)

PERIODICALS

Chronicle of Philanthropy. Biweekly. Selected articles available free at <http://philanthropy.com>

FedBizOpps: Federal Business Opportunities. (now online only - www.fedbizopps.gov)

Federal Register. Daily, weekdays (also online - www.gpoaccess.gov/fr)

Foundation News and Commentary. Bimonthly. Selected articles available online at www.cof.org

CD-ROM DATABASE

FC Search: The Foundation Center's database on CD-ROM. New York, NY: Foundation Center, annual. Updated twice a year. Available only at the library.

ADDITIONAL SOURCES

Foundation GivingTrends. New York, NY: Foundation Center, annual. *

Foundation Yearbook: Facts and Figures on Private, and Community Foundations. New York: NY: Foundation Center, annual. *



3/2005

The South Carolina State Library is a Cooperating Collection of the Foundation Center, New York, NY.

Section 3 The Foundation Center

Section 3 The Foundation Center

Helpful Hints

Free Directory Resources

Getting Started With *FC Search*



HELPFUL HINTS ON USING KEY FOUNDATION CENTER REFERENCE BOOKS*

Primary Uses

| | To locate: | To obtain: | Covers | Frequency | Arrangement |
|--|--|--|---|-----------|---|
| Guide to U.S. Foundations, Their Trustees, Officers, and Donors | foundations in a particular state, in a certain giving range, or that have recently been established or have recently been terminated; foundation affiliations of trustees, officers, and donors; cross-references to other Foundation Center publications | main address and telephone numbers; application address(es) and contact person(s); establishment data; basic financial information; geographic limitations; printed material available from the foundation; application information; donors, officers, trustees, or other governing bodies; type of foundation; grantmaking status (if applicable); Employer Identification Number | U.S. grantmaking private foundations (approx. 38,500), community foundations (approx. 400) and nongrantmaking operating foundations (approx. 1,865); 4158 foundations giving only to specified beneficiaries (listed in Appendix B) | annual | Volume one by state, then in descending order by grants pain; operating foundations, by state, then in descending order by total assets. Volume two: alphabetical by individual's name; alphabetical by foundation name |
| Foundation Directory | larger foundations by name, state, subject interest, geographic focus, or type of support | detailed information on giving interests and restrictions, application guidelines, names of officers and directors, and selected grants (when available). | foundations with assets of \$2 million or more or total grants of at least \$200,000 (7,549 foundations). | annual | by state, then alphabetical by name |
| Foundation Directory Part 2 | mid-sized foundations by name, state, subject interest, geographic focus, or type of support | detailed information on giving interests and restrictions, application guidelines, names of officers and directors, and selected grants (when available) | foundations with assets between \$1 million and \$2 million or whose total giving is between \$50,000 and \$200,000 (5,075 foundations) | annual | by state, then alphabetical by name |
| Foundation 1000 | largest foundations by name, subject interest, geographic focus, or type of support | most detailed information on giving interests; restrictions; background; application procedures; names of officers, directors, and program staff; and grants analyses by subject area, recipient type, type of support, population group, and geographic distribution | the 1,000 largest U.S. foundations based on total giving | annual | alphabetical by name |
| Foundation Grants Index (available on CD in December 2004) | foundations by specific subject areas, types of recipients, and geographic areas where they have made grants; also, nonprofit organizations receiving grants in a particular subject or geographic area | grants lists that reflect current funding interests of particular foundations | grants of \$10,000 or more awarded by major U.S. foundations (approx. 1,000) | annual | by broad subject area, then by state, then alphabetical by name |
| National Directory of Corporate Giving | company-sponsored foundations and direct corporate giving programs sponsored by name, location, funding interests, types of support, geographic focus, and business activity of sponsoring company, its parent, and subsidiaries | detailed information on companies and their giving interests and restrictions, application guidelines, and names of program administrators | corporate charitable activities, including direct corporate giving (non-foundation) programs approx. 669) and company-sponsored foundations (approx. 1,972) | biennial | alphabetical by company name |

*FC Search: The Foundation Center's Database on CD-ROM includes comprehensive information on more than 53,000 grantmakers, providing the same depth of information as in the Center's printed directories.

What's in an Entry?

| | GUS | FD | FD2 | F1000 | FGI | CORP |
|----------------------------------|-----|----|-----|-------|-----|------|
| Address | X | X | X | X | | X |
| Application information | X | X | X | X | | X |
| Contact person | X | X | X | X | | X |
| Donors | X | X | X | X | | X |
| Employer Identification Number | X | X | X | X | | X |
| Establishment data | X | X | X | X | | X |
| Fiscal information | X | X | X | X | | X |
| Former name, if any | X | X | X | X | | X |
| Grantmakers' publications | X | X | X | X | | X |
| Limitations statement | X | X | X | X | X | X |
| Officers and trustees | X | X | X | X | | X |
| Purpose and activities statement | | X | X | X | | X |
| Selected grants list | | X | X | X | X | X |
| Staff (number only) | | X | X | X | | X |
| Telephone number | X | X | X | X | | X |
| Types of support | | X | X | X | | X |
| INDEXES | | | | | | |
| Donors, officers and trustees | | | X | X | X | X |
| Geographic | | | | X | X | X |
| Grantmaker name | | | X | X | | X |
| International giving | | | | X | X | |
| Subject | | | | X | X | X |
| Types of Support | | | | X | X | X |

Special Features

Guide to U.S. Foundations, Their Trustees, Officers, and Donors is the most comprehensive list of foundations published by the Foundation Center. Volume One assists grantseekers in targeting local funding prospects, identifying newly established foundations, as well as the many large and small foundations in a particular geographic area. Volume Two provides a comprehensive name index enabling grantseekers to determine if an individual has affiliations with one or more foundations. Within each entry in Volume One, and in the index and foundation locator in Volume Two, are codes identifying in which other Center publications an entry appears.

The Foundation 1000 contains sponsoring company information where appropriate, a description of current programs, and a grants analysis section. Also, in most cases, it provides more in-depth information on establishment data and application information than the Center's other directories.

The Foundation Grants Index provides a complete list of all grants of \$10,000 and more for each foundation listed; it also contains a recipient name index, subject index, type of support/geographic index, recipient categories index, index to grants by foundation, and an alphabetical list of all foundations included in the volume with their complete addresses and limitations statements. **(Available 2006)**

National Directory of Corporate Giving provides detailed information on the sponsoring company, including a financial profile, as well as extensive information on direct corporate giving programs.

Updated March 2004



Free Directory Resources

Under the “FIND FUNDERS” tab, the **Foundation Finder** and the **990 Finder** can be used to find basic information on most foundations.

- **Foundation Finder** - Search by name for basic information about the more than 70,000 private and community foundations in the U.S.
- **990 Finder** - search for a foundation's tax return.

The screenshot shows the Foundation Center website interface. At the top, there's a navigation bar with links: Register, Log In, Search, Site Map, Ask Us, About Us, Locations, Newsletters, Philanthropy News Digest. Below this is a yellow navigation bar with tabs: Get Started, Find Funders (selected), Gain Knowledge, View Events, Shop. A dropdown menu is open under 'Find Funders', listing categories: Look Up Organizations (Foundation Finder, 990 Finder), Identify Funding Sources (Foundation Directory Online, Foundation Grants to Individuals Online, Print and CD Funding Directories, Requests for Proposals, Associates Program), Related Tools (Common Grant Applications, Prospect Worksheets, Grants Classifications), and Check Statistics (Top Funders, Grantmaker Stats, Grants Stats). The main content area has three columns. The left column is 'GET STARTED' with a link to 'Learn About Fundraising and More'. The middle column is 'FIND FUNDERS' with a 'Fast Finder' search box and a 'Foundation Giving Trends' article. The right column has a 'Welcome to our new web site!' message. A woman is visible in the background of the 'GET STARTED' section.

FIND FUNDERS

Note:
Foundation Directory Online and **Foundation Grants to Individuals*** are fee-based.

*The SC State Library does subscribe to this database. It's available only on the Grants PC.

Other Resources

Common Grant Applications – A common format that has been adopted by groups of grantmakers to allow grant applicants to produce a single proposal for a specific community of funders.

Prospect Worksheets – A printable and interactive form for recording information on funders.



Getting Started With *FC Search*:

The Foundation Center's Database on CD-ROM

FC Search: The Foundation Center's Database on CD-ROM features the Center's database of active U.S. foundations, corporate giving programs, and grantmaking public charities, as well as their associated grants.

Sources of Data:

- | | |
|---------------------------------------|--|
| • Annual mailings | Grantmaker and corporate publications: |
| • IRS Form 990-PF | • annual reports |
| • Journals and newspapers | • financial statements |
| • Telephone contact | • newsletters |
| • Electronic reporting of grants data | • grants lists |

The Grantmaker File enables you to search:

- **78,060** profiles of grantmakers, categorized by grantmaker type:

| | |
|------------------------------------|---------------|
| Independent foundations..... | 63,118 |
| Community foundations..... | 712 |
| Company-sponsored foundations..... | 2,481 |
| Corporate giving programs..... | 1,474 |
| Operating foundations | 6,479 |
| Public Charities | 3,796 |
- **105,000+** selected grants (of varying amounts) included in **close to 11,700** of the foundation records
- **350,000+** names of trustees, officers, and donors, including companies and banks

The Grants File enables you to search:

- **close to 378,000** grant records of \$10,000 or more awarded by more than 1,300 of the largest foundations
- descriptions of awards provided in **74%** of the records
- **87,000+** nonprofit organizations as grant recipients

Section 4 Getting a Grant

Section 4 Getting a Grant

Before You Seek a Grant

Grant Checklist

Step by Step Approach to Finding a Funding Source

Funder Identification Work Sheet

Prospect Worksheet

How to Write a Grant Proposal

Sample Proposal Writing Outline

Before You Seek a Grant: A Checklist for New Nonprofits

(Adapted from The Checklist Project of The Nonprofit Coordinating Committee of New York)

Start-up Checklist

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Organization reserves a name with appropriate State or District office. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Organization selects individuals to serve on its board of directors. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Organization designates officers to serve on the board. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Organization develops a mission statement. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Organization establishes board committees. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Organization adopts by-laws. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Organization retains an accountant for annual audit and mandatory government filings. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Organization incorporates or forms a trust to protect its founders and principals from personal liability. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Organization applies to IRS for an employer identification number (E.I.N.). |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Organization establishes a bank account and establishes check signing procedures—see 11 below. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Organization designates which officer(s) have the power to sign checks. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Organization files Form 1023 with IRS to get its tax exemption and its designation as being other than a private foundation. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Organization files for state and local tax exemptions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Organization applies for an Employer Registration Number and a Labor Department Number from appropriate State or District office. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Organization establishes financial management, auditing and internal control systems. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Organization sets up a chart of accounts to record financial transactions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Organization establishes a general ledger and bookkeeping system (either manual or computerized) to account for cash receipts and cash disbursements, assets and liabilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Organization composes job descriptions for staffing needs. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Organization hires staff and sets compensation levels. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Organization prepares a personnel manual. |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Organization establishes a payroll system (manual or automated), including a) Withholding requirements (federal, state & city). b) Requirements for payment of funds withheld (federal, state & city). c) Reporting requirements for funds withheld (federal, state & city). |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Organization establishes a system for determining whether individuals performing services for it are employees or independent contractors. |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Organization establishes a system for preparing and filing Form 1099s on behalf of independent contractors. |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Organization establishes a mandatory system for maintaining records for each employee, which include (1) names and social security numbers, (2) W-4 and I-9 forms, and (3) for each payroll period the: (a) beginning and ending dates, (b) the days (weeks, etc.) each employee worked and the earnings for each day (week, etc.) and (c) all payments made to the employee, including bonuses and vacations. |

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Organization establishes a system to meet mandatory insurance requirements: (1) Workers' Compensation, (2) Unemployment insurance, (3) Short-term Disability, (4) Auto Liability (if applicable), (5) [Others]. |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. The organization procures necessary insurance coverages: general liability, property, professional responsibility (if applicable), sexual abuse (if applicable) and non-owned auto liability (if applicable). |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Organization determines whether Directors & Officers (D&O) liability insurance is needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Organization registers with the appropriate State government office and establishes a system to make sure it complies with the following (and in most cases mandatory) reporting requirements: (1) Annual information return to the Internal Revenue Service: IRS Form 990; (2) Annual report to the appropriate State or District office; (3) [Others]. |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Organization establishes a system for receipting gifts of over \$250 to comply with IRS substantiation requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Organization procures health benefits for employees. |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Organization establishes a retirement plan for employees. |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. Organization rents (or purchases) office space. |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. Organization leases a postage meter and applies for a nonprofit permit number in order to mail at the reduced nonprofit bulk rate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. Organization leases or buys computer equipment that is capable of email and accessing the Internet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. Organization leases or buys office equipment: copy machine, fax machine, desks, chairs, file cabinets, conference room tables and chairs, coffee maker, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | 36. Organization develops and provides programs and services valuable to the community it serves. |
| <input type="checkbox"/> | <input type="checkbox"/> | 37. Organization develops and implements the overall fundraising plan to support and sustain its programs and services. |

Nonprofit Viability Checklist

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Organization has a vital mission statement. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Organization has a strong governance structure, including well-organized board, |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Organization maintains clear lines of accountability. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Organization has efficient operations and support systems. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Organization has adequate facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Organization has solid finances, with reliable and diverse revenue streams. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Organization has high-quality, well-regarded, relevant programs. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Organization implements sound organizational planning, development, and evaluation procedures. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Organization has solid history. |

03/05





south carolina
STATE LIBRARY

Grant Checklist: Developing, Obtaining, and Maintaining a Grant

1. Preparation:

- ___ Develop a well thought-out program to be funded.
- ___ Get agreement to the program from relevant staff and administrators.
- ___ Determine who will work on the grant. Assign responsibilities if more than one person will.
- ___ Visit the library to become familiar with the grants collection. Ask a librarian to help you find what you need.
- ___ Study the fundamentals of how to get a grant.

2. Finding a funder:

- ___ Examine the research resources which show funders. Start with the indexes and look under several of the subject index terms.
- ___ Focus first on local funding sources.
- ___ Complete the funder identification (prospect) worksheet to evaluate the potential funders by subject interests, geographic focus, size of grants, and types of support.
- ___ Decide whether to seek foundation, corporate, or government funding.
- ___ Choose a few likely funding sources based on the pattern of their past giving, and identify the best possibility.
- ___ Contact the funder after your basic research to learn more about the funder.
- ___ Know what specific information the funder wants you to send.
- ___ Be aware of any proposal submission deadlines and final decision dates.

3. Writing the Grant Proposal:

- ___ Review and follow all the instructions of the funder.
- ___ Think about how long your proposal should be, and the format for it.
- ___ Use the grant proposal work sheet to write a first draft, then elaborate in detail.
- ___ Double-check the math in your budget.
- ___ Edit the proposal and have someone inside and outside your organization do proofreading.
- ___ Secure the signature of your C.E.O. or the president of your board on the letter proposal or on the cover letter for the document proposal, and send the proposal.

4. Follow-up Actions:

- ___ Follow up with the funding source about two weeks after mailing the proposal to see if they have any questions and to request an appointment.
- ___ Find out why, if your grant proposal is rejected by a funder. Select the next funding source to approach.
- ___ Make sure if you get a grant that you understand what the funder expects from you.
- ___ Put on your calendar anything you must do to follow up.
- ___ Establish financial and other record keeping systems.
- ___ Send a thank you letter to the funder.
- ___ Report to the funder on what the grant achieved.

Adapted with permission from the Stark County District Library (Canton, OH) Cooperating Collection.
Grants Services: www.starklibrary.org/grantsservices2.html



The South Carolina State Library is a Cooperating Collection of the Foundation Center, New York, NY.

5/17/05



south carolina
STATE LIBRARY

Step By Step Approach to Finding a Funding Source

There are three basic types of grant makers: foundations, corporations, and government. You should consider all three in looking for a grant.

Foundations exist to make grants to nonprofit organizations. Foundations vary greatly in size and in what they want to fund. Currently there are 54,000 foundations. They award a total of about \$26 billion in grants per year. Normally foundations do not make grants to individuals.

Corporations are a source of funding, though not all businesses have giving programs. Contact local companies, companies in a business relevant to what your organization does, or companies shown in corporate grants reference books. Ask who is in charge of charitable giving, what subjects they consider for grants, the average grant size, and how their giving program operates.

Government (federal, state, and local) is the largest source of grants. With the government, your grant request must fit one of their existing programs. Since the government is involved in many areas, there may be a grant program relevant to your organization. In looking for a federal grant, examine the *Catalog of Federal Domestic Assistance* (www.cfda.gov or www.grants.gov), which lists all federal programs. With each program, the *Catalog* shows what the program is about, who is eligible, and an information contact whom you must contact for application forms and information. For state and local government grants, there is no book that has a complete list of grants. Instead, call appropriate government departments or your elected representatives to inquire about what is available. Government grants tend to be long-term and large in amount; however, the grants process can be bureaucratic. Always follow the grant instructions completely.

In choosing a funder, look for the pattern of their giving. Ask these four key questions: Has this funder made any grants in the past for my **subject** area, any in my **geographic locality**, any in the **amount** I need, and any for the **type of support** I want? Some examples of types of support are capital expenses, operating funds, or start-up money. Most grants are for new or expanded programs. The answers to the four questions above will indicate whether it is worthwhile to contact that funder about your grant. The past giving pattern suggests whom they might give to in the future.

Research will tell you the answers to the above questions. In doing research you can learn about the funder's interests and procedures, including deadlines. Some funders may not be able to make a grant as soon as you need it. Make a list of a few possible funding sources as you study the directories of grants so you won't have to repeat the process if the first source does not provide a grant. Save the list for future use in seeking other related grants. Research materials will show that certain funders only give to pre-selected organizations, or do not accept applications. Those funders will not consider a grant proposal from your nonprofit organization.

The books on grants (and FCSearch and other online databases) have indexes, including subject indexes, which indicate who makes grants for projects like yours. Also, you should consider each of the bigger foundations in your locality, evaluating them as potential grant sources. Your nonprofit is more likely to obtain a grant from a local funder because they are very interested in your community, though funders in other counties or states might also make a grant.

Individual donors provide substantial contributions to nonprofit groups. If you would like to explore that option, the library has books on direct mail fund raising, capital campaigns, planned giving, fund-raising events, and other methods to bring in personal donations.

FUNDER IDENTIFICATION WORK SHEET

(Make as many copies as necessary, using one per funder.
Be sure to record the dates and nature of contacts with funders.)

| | |
|----|---|
| 1 | Funder name: |
| 2 | Address: |
| 3 | Phone number: |
| 4 | Contact person and title: |
| 5 | Sources and dates of this information: |
| 6 | Annual giving (total amount and average grant size): |
| 7 | Does this grant source have subject interests that match ours? |
| 8 | Do they give in our geographic area? |
| 9 | Do they give in the amount we need? |
| 10 | Do they give for the type of support we need? |
| 11 | What are the limitations on their giving? |
| 12 | Does the funder have any deadlines? |
| 13 | Does the funder publish an annual report, giving guidelines, or an application form? |
| 14 | Which type of initial approach and grant proposal does the funder prefer? |
| 15 | What information does the funder request in a proposal? |
| 16 | Are there any special considerations about this funder of which we should be aware? |
| 17 | What contact have we had in the past with this funder? |
| 18 | On a one to ten scale, with ten as the best, how does this funder rate as a grant prospect? |
| 19 | What questions do we have for the funder? |

Adapted with permission from the Stark County District Library (Canton, OH) Cooperating Collection.
Grants Services: <http://www.starklibrary.org/grantsservices3.html>



The South Carolina State Library is a Cooperating Collection of the Foundation Center, New York, NY.

5/17/05

PROSPECT WORKSHEET

| | | |
|--|--|--------------------------|
| Date: | | |
| Basic Information | | |
| Name | | |
| Address | | |
| Contact Person | | |
| Financial Data | | |
| Total Assets | | |
| Total Grants Paid | | |
| Grant Ranges/Amount Needed | | |
| Period of Funding/Project | | |
| Is Funder a Good Match? | Funder | Your Organization |
| Subject Focus (list in order of importance) | 1. | 1. |
| | 2. | 2. |
| | 3. | 3. |
| Geographic Limits | | |
| Type(s) of Support | | |
| Population(s) Served | | |
| Type(s) of Recipients | | |
| People (Officers, Donors, Trustees, Staff) | | |
| Application Information | | |
| Does the funder have printed guidelines/application forms? | | |
| Initial Approach (letter of inquiry, formal proposal) | | |
| Deadline(s) | | |
| Board Meeting Date(s) | | |
| Sources of Above Information | | |
| <input type="checkbox"/> 990-PF -- Year: | <input type="checkbox"/> Requested <input type="checkbox"/> Received | |
| <input type="checkbox"/> Annual Report -- Year: | <input type="checkbox"/> Requested <input type="checkbox"/> Received | |
| <input type="checkbox"/> Directories/grant indexes | | |
| <input type="checkbox"/> Grantmaker Web site | | |
| Notes: | | |
| | | |
| Follow-up: | | |
| | | |



How to Write a Grant Proposal

There are eight sections in a grant request, as shown below. You could write the proposal as a two or three page standard business letter. When a letter is requested by the funder, use the first seven sections, but check to see if any of the appendix material is required. The alternative to a letter is a longer document of eight sections with a cover letter, title page, and table of contents. Examples are available. Use the document format when the format is not specified by the funder, or when "a proposal" is requested. If single-spaced, the proposal document ought to be about three to ten pages, not counting the appendix. Write as much as necessary to present your ideas completely. Large grant amounts require the longest proposals. For general financial support, rather than money for a specific project, use the eight steps to describe your overall organization, and its needs, goals, plans, etc.

SUMMARY: This section should briefly explain your request for the grant, highlight the most significant aspects of your proposal, and give the reasons why it should be funded. The summary is the most important part of the proposal. If the summary is not well liked, nothing else may be read.

OUR ORGANIZATION: Here you describe your organization. You might tell about your mission, services, the group you help, accomplishments, and staff qualifications. In this section you should build the reader's confidence in your organization by emphasizing your strengths and abilities.

NEED: Explain the need to be addressed by the grant. Who has the need? How bad is the situation? What are the consequences of the unmet need? Show that a significant need does exist.

GOALS AND BENEFITS: State what goals (related to the need) you intend to achieve using the grant. The goals ought to be measurable; indicate numerical outcomes. How many persons will the grant benefit? Identify the locations to be affected. Also, in this part focus on the ultimate benefits desired. The benefits are the consequences from reaching the goals. The benefits are why the proposal should be funded. Be specific and limited to results you can actually accomplish.

PLAN: Indicate in detail how you will attain the goals and benefits. This key part is the plan of action to deal with the need. A time frame should be given. Tell why this plan will be effective.

EVALUATION: The evaluation process to measure success in achieving the goals and benefits is described here. Gather data to define the starting point. Then you can make measurements to determine the progress. Tests, questionnaires, charts, or studies could be used.

COST: Include a few paragraphs of explanation for the expenses. Especially explain those expenses which might be questioned. Add a line item budget also, as shown. State how the costs were calculated. Use specific figures, not guesses. You can include direct and indirect costs. Direct costs are expenses for only the grant program. Indirect costs are expenses shared in common by the host organization and the grant program, and paid by the host organization. Indirect costs may include: administrative, accounting, clerical, maintenance services, etc. Some grant makers will not pay for indirect costs. Indicate expected sources of income, including other grants and your contribution, if any. Also, in this section tell how you will continue the grant program after this grant is spent. Funders will definitely want to know that.

APPENDIX: You normally include in an appendix: verification of your 501(c)(3) tax-exempt status, the names of your board of trustees, audited financial statements, a summary of your organization's current yearly budget, and your annual report if you produce one. Check to see what the funder wants. To strengthen the request you might add, at your option, letters of support from community leaders, people you have helped, or experts in the field. Other possible inclusions are documents, resumes of relevant staff, or materials about your organization.

As you proceed, try to anticipate the questions and objections a funder might have, and write your answers into the proposal. Have someone inside and outside your nonprofit proofread the document. Double-check your math. All proposals should be signed by your organization's chief executive officer, or the president of your board of trustees. Send the proposal addressed to the president of the foundation's board. If your grant request is turned down, find out why. Perhaps there are changes which will make it successful. You may be asked to have an interview about your grant, or to sign an agreement about the use of the funds.

GRANT PROPOSAL WORKSHEET

To begin a grant proposal, answer the questions below. These are questions a funder might ask. The answers can be the first draft of your request for a grant. Add any other information that is significant. Even in a short proposal, you ought to write two or three paragraphs for each of the first seven sections. Edit the proposal to make it read smoothly.

SUMMARY: What is your organization requesting a grant to do?

What is the need?

What are the goals of the grant?

Who will benefit from this grant and how?

What plan will you use to achieve the goals and benefits?

How much is the total cost of the plan?

What grant amount is requested?

OUR ORGANIZATION: What are the mission and activities of your organization?

Whom do you help?

What geographic area do you serve?

What should the funder know which will build confidence about your nonprofit?

What are some organizational accomplishments?

What are the qualifications of the staff who will manage the grant program?

NEED: What is the need the grant will address?

Who has the need?

How bad is the situation?

What are the consequences of the unmet need?

What evidence proves this need exists?

GOALS AND BENEFITS: Would you state grant goals that are measurable and numerical?

What ultimate benefits will occur because the goals were reached?

How many people will the grant benefit?

Where are the locations which will be affected by the grant?

PLAN: How exactly will you achieve the goals and benefits?

What is the time frame, who will do what and when?

What staffing and major purchases are necessary to reach the goals and benefits?

Why will the plan be effective?

Why will the plan be efficient?

EVALUATION: How will you determine the degree of success in attaining the goals and benefits?

Who is going to measure what, how and when?

In what way can your results be measured statistically?

COST: What expenditures are necessary to carry out the plan?

Have you written an explanation of the expenses, and also added a budget like the budget example?

What is your organization contributing to pay for the plan?

What are the projected sources of income, including other grants, for the grant project?

How will you continue the benefits the grant achieves after the grant funds run out?

APPENDIX: Have you included the appropriate items from the description of the appendix?

Grant Budget Format Worksheet

| Expense: | Requested: | Our Contribution or Other Sources: |
|----------------------------------|-------------------|---|
| Salaries and wages | | |
| Benefits and taxes | | |
| Consultants and outside services | | |
| Office expenses | | |
| Equipment | | |
| Supplies | | |
| Travel | | |
| Other costs | | |
| Totals | | |

Adapted with permission from the Stark County District Library (Canton, OH) Cooperating Collection.
Grants Services: <http://www.starklibrary.org/grantsservices5.html>



The South Carolina State Library is a Cooperating Collection of the Foundation Center, New York, NY.

5/17/05

Sample Proposal Writing Outline

The Foundation Center: Proposal Writing Basics Wisdom Exchange Project Outline (**Sample Exercise**)

| | | |
|----------------------------|--|---------------------------|
| Need | <ul style="list-style-type: none"> Many students are reading below grade level | |
| Project Description | <ul style="list-style-type: none"> Local senior citizens tutor elementary school students in reading | |
| Goals | <ul style="list-style-type: none"> Increase reading levels for students Provide meaningful, rewarding volunteer work opportunities for seniors | |
| Objectives | <ul style="list-style-type: none"> Recruit 20 students, grades 3 thru 6, who are below grade level in reading Increase reading levels of at least 75% of the participants by 1 grade in one year Recruit, train, and retain at least 20 seniors as tutors for one year | |
| Methods | <ul style="list-style-type: none"> One senior citizen will tutor one student for 2 days a week for 1 year Tutors are trained volunteers from Madison Community Center; students are from P.S. 27 | |
| Staff Responsible | <ul style="list-style-type: none"> Project Coordinator to oversee project Reading Instructor (consultant) to provide training for seniors and to be available as resource | |
| Collaboration | <ul style="list-style-type: none"> Steering Committee will include representatives from the school administration, parents and the senior center. | |
| Evaluation | <ul style="list-style-type: none"> A pre- and post-test to determine reading skills. Student folders with progressive work samples. Volunteers and staff meeting logs to evaluate and record the successful procedures and the obstacles encountered A survey for volunteering seniors re: their learning experience, satisfaction, etc. | |
| Sustainability | <ul style="list-style-type: none"> Donations will be solicited from individuals in the community Future support will be sought from United Way and from local government agencies | |
| Budget | <i>Proposed Expense Budget for Wisdom Exchange Project</i> | |
| | <i>Executive Director</i> | <i>5% Time @ \$60,000</i> |
| | | \$ 3,000 |
| | Project Coordinator | 1/3 FTE @\$42,000/yr |
| | Fringe | @20% |
| | Personnel Cost Subtotal | \$20,400 |
| | | |
| | Consultant/Reading Spec. | 20 days @\$500/day |
| | Consultant Cost Subtotal | \$10,000 |
| | | |
| | Supplies, reading materials | \$ 5,000 |
| | Printing, copies | \$ 1,000 |
| | Transportation for seniors to school | \$ 2,000 |
| | Snacks for meetings | \$ 1,000 |
| | Phone | \$ 1,000 |
| | Other Than Personnel Cost Subtotal | \$10,000 |
| | Total Direct Costs | \$40,400 |
| | Indirect Costs @15% | \$ 6,060 |
| | | |
| | Grand Total | \$46,460 |

6/05 – From the Foundation Center

Section 5 Glossary

Fundraising - A Glossary

Annual report: A voluntary report issued by a foundation or corporation that provides financial data and descriptions of its grantmaking activities. Annual reports vary in format from simple typewritten documents listing the year's grants to detailed publications that provide substantial information about the grantmaker's grantmaking programs.

Assets: The amount of capital or principal — money, stocks, bonds, real estate, or other resources — controlled by a foundation or corporate giving program. Generally, assets are invested and the resulting income is used to make grants.

Beneficiary: In philanthropic terms, the donee or grantee receiving funds from a foundation or corporate giving program is the beneficiary, although society benefits as well.

Capital support: Funds provided for endowment purposes, buildings, construction, or equipment.

Challenge grant: A grant that is paid only if the donee organization is able to raise additional funds from other sources. Challenge grants are often used to stimulate giving from other donors. See also **matching grant**.

Common grant applications Common grant application formats have been adopted by groups of grantmakers to allow grant applicants to produce a single, standardized proposal for those in a specific community of funders (usually broken down along geographic lines), thereby contributing to efficiency.

Community foundation: A 501(c)(3) organization that makes grants for charitable purposes in a specific community or region. The funds available to a community foundation are usually derived from many donors and held in an endowment that is independently administered; income earned by the endowment is then used to make grants. Although a community foundation may be classified by the IRS as a private foundation, most are classified as public charities and are thus eligible for maximum tax-deductible contributions from the general public. See also **501(c)(3)**; **public charity**.

Community fund: An organized community program which makes annual appeals to the general public for funds that are usually not retained in an endowment but are instead used for the ongoing operational support of local agencies. See also **federated giving program**.

Company-sponsored foundation (also referred to as a corporate foundation): A private foundation whose assets are derived primarily from the contributions of a for-profit business. While a company-sponsored foundation may maintain close ties with its parent company, it is an independent organization with its own endowment and as such is subject to the same rules and regulations as other private foundations. See also **private foundation**.

Cooperating Collection: A member of the Foundation Center's network of libraries, community foundations, and other nonprofit agencies that provides a core collection of Center publications in addition to a variety of supplementary materials and services in areas useful to grantseekers.

Corporate foundation: See **company-sponsored foundation**.

Cooperative venture: A joint effort between or among two or more grantmakers. Cooperative venture partners may share in funding responsibilities or contribute information and technical resources.

Corporate giving program: A grantmaking program established and administered within a for-profit corporation. Because corporate giving programs do not have separate endowments, their annual grant totals generally are directly related to company profits. Corporate giving programs are not subject to the same reporting requirements as corporate foundations.

Distribution committee: The committee responsible for making grant decisions. For community foundations, the distribution committee is intended to be broadly representative of the community served by the foundation.

Donee: The recipient of a grant. (Also known as the grantee or the beneficiary.)

Donor: An individual or organization that makes a grant or contribution to a donee. (Also known as the grantor.)

EIN number: Acronym for Employer Identification Number. The IRS requires that every organization, whether nonprofit or for-profit, have an EIN number. The IRS assigns the number. It is obtained by filing Form SS-4. The EIN is also referred to as the Tax-exempt number or the Taxpayer identification number.

Employee matching grant: A contribution to a charitable organization by an employee that is matched by a similar contribution from his or her employer. Many corporations have employee matching-gift programs in higher education that encourage their employees to give to the college or university of their choice.

Endowment: Funds intended to be invested in perpetuity to provide income for continued support of a not-for-profit organization.

Expenditure responsibility: In general, when a private foundation makes a grant to an organization that is not classified by the IRS as a "public charity," the foundation is required by law to provide some assurance that the funds will be used for the intended charitable purposes. Special reports on such grants must be filed with the IRS. Most grantee organizations are public charities and many foundations do not make "expenditure responsibility" grants.

Family foundation: An independent private foundation whose funds are derived from members of a single family. Family members often serve as officers or board members of family foundations and have a significant role in their grantmaking decisions. See also **operating foundation**; **private foundation**; **public charity**.

Federated giving program: A joint fundraising effort usually administered by a nonprofit "umbrella" organization that in turn distributes the contributed funds to several nonprofit agencies. United Way and community chests or funds, the United Jewish Appeal and other religious appeals, the United Negro College Fund, and joint arts councils are examples of federated giving programs. See also **community fund**.

501(c)(3): The section of the tax code that defines nonprofit, charitable (as broadly defined), tax-exempt organizations; 501(c)(3) organizations are further defined as public charities, private operating foundations, and private non-operating foundations. See also **operating foundation**; **private foundation**; **public charity**.

Form 990-PF: The public record information return that all private foundations are required by law to submit annually to the Internal Revenue Service.

General/operating support: A grant made to further the general purpose or work of an organization, rather than for a specific purpose or project; also called an unrestricted grant.

General purpose foundation: An independent private foundation that awards grants in many different fields of interest. See also **special purpose foundation**.

Grantee financial report: A report detailing how grant funds were used by an organization. Many corporate grantmakers require this kind of report from grantees. A financial report generally includes a listing of all expenditures from grant funds as well as an overall organizational financial report covering revenue and expenses, assets and liabilities.

Grassroots fundraising: Efforts to raise money from individuals or groups from the local community on a broad basis. Usually an organization's own constituents — people who live in the neighborhood served or clients of the agency's services — are the sources of these funds. Grassroots fundraising activities include membership drives, raffles, auctions, benefits, and a range of other activities.

Guidelines: Procedures set forth by a funder that grantseekers should follow when approaching a grantmaker.

Independent foundation: A grantmaking organization usually classified by the IRS as a private foundation. Independent foundations may also be known as family foundations, general purpose foundations, special purpose foundations, or private non-operating foundations. The Foundation Center places independent foundations and

company-sponsored foundations in separate categories; however, federal law normally classifies both as private, non-operating foundations subject to the same rules and requirements. See also **private foundation**.

In-kind contribution: A contribution of equipment, supplies, or other tangible resource, as distinguished from a monetary grant. Some organizations may also donate the use of space or staff time as an in-kind contribution.

Matching grant: A grant that is made to match funds provided by another donor. See also **challenge grant**; **employee matching gift**.

Operating foundation: A 501(c)(3) organization classified by the IRS as a private foundation whose primary purpose is to conduct research, social welfare, or other programs determined by its governing body or establishment charter. An operating foundation may make grants, but the sum generally is small relative to the funds used for the foundation's own programs. See also **501(c)(3)**.

Operating support grant: A grant to cover the regular personnel, administrative, and miscellaneous expenses of an existing program or project. See also **general/operating support**.

Payout requirement: The minimum amount that private foundations are required to expend for charitable purposes (including grants and, within certain limits, the administrative cost of making grants). In general, a private foundation must meet or exceed an annual payout requirement of five percent of the average market value of its total assets.

Planned giving: This is a broad term that refers to contributions made to charitable organizations that usually involve financial planning related to the contributor's estate.

Private foundation: A nongovernmental, nonprofit organization with funds (usually from a single source, such as an individual, family, or corporation) and program managed by its own trustees or directors. Private foundations are established to maintain or aid social, educational, religious, or other charitable activities serving the common welfare, primarily through the making of grants. See also **501(c)(3)**; **public charity**.

Program amount: Funds that are expended to support a particular program administered internally by a foundation or corporate giving program.

Program officer: A staff member of a foundation who reviews grant proposals and processes applications for the board of trustees. Only a small percentage of foundations have program officers.

Program-related investment (PRI): A loan or other investment (as distinguished from a grant) made by a foundation to another organization for a project related to the foundation's philanthropic purposes and interests.

Proposal: A written application, often accompanied by supporting documents, submitted to a foundation or corporate giving program in requesting a grant. Most foundations and corporations do not use printed application forms but instead require written proposals; others prefer preliminary letters of inquiry prior to a formal proposal. Consult published guidelines.

Public charity: A nonprofit organization that qualifies for tax-exempt status under section 501(c)(3) of the IRS code. Public charities are the recipients of most foundation and corporate grants. Some public charities also make grants. See also **501(c)(3)**; **private foundation**.

Qualifying distributions: Expenditures of a private foundation made to satisfy its annual payout requirement. These can include grants, reasonable administrative expenses, set-asides, loans and program-related investments, and amounts paid to acquire assets used directly in carrying out tax-exempt purposes.

Query letter: A brief letter outlining an organization's activities and its request for funding that is sent to a potential grantmaker in order to determine whether it would be appropriate to submit a full grant proposal. Many grantmakers prefer to be contacted in this way before receiving a full proposal.

RAG: An acronym for Regional Association of Grantmakers. RAGs are associations of donors, trustees and staff of foundations and corporate funders. They cover different size regions, some a single city, others are state-wide or multi-state.

RFP: An acronym for Request for Proposal. When the government issues a new contract or grant program, it sends out RFPs to agencies that might be qualified to participate. The RFP lists project specifications and

application procedures. While a few foundations occasionally use RFPs in specific fields, most prefer to consider proposals that are initiated by applicants.

Seed money: A grant or contribution used to start a new project or organization. Seed grants may cover salaries and other operating expenses of a new project.

Set-asides: Funds set aside by a foundation for a specific purpose or project that are counted as qualifying distributions toward the foundation's annual payout requirement. Amounts for the project must be paid within five years of the first set-aside.

Special purpose foundation: A private foundation that focuses its grantmaking activities in one or a few areas of interest. See also **general purpose foundation**.

Sponsorship: Affiliation with an existing nonprofit organization for the purpose of receiving grants. Grantseekers may either apply for federal tax-exempt status or affiliate with a nonprofit sponsor.

Tax-exempt: Refers to organizations that do not have to pay taxes such as federal or state corporate tax or state sales tax. Individuals who make donations to such organizations may be able to deduct these contributions from their income tax.

Technical assistance: Operational or management assistance given to nonprofit organizations. It can include fundraising assistance, budgeting and financial planning, program planning, legal advice, marketing, and other aids to management. Assistance may be offered directly by the staff of a foundation or corporation, or it may be provided in the form of a grant to pay for the services of an outside consultant. See also **in-kind contributions**.

Trustee: A foundation board member or officer who helps make decisions about how grant monies are spent. Depending on whether the foundation has paid staff, trustees may take a more or less active role in running its affairs.

Adapted from:
Foundation Center
Network Days workshop
October 2001



The South Carolina State Library is a Cooperating Collection of the Foundation Center, New York, NY.

6/30/05